



POST: PARENT SUPPORT ADVISER (Grade 7)

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
EDUCATION AND QUALIFICATIONS	One of the following: <ul style="list-style-type: none"> • Level 3 Qualification or above in a related discipline: Health, Education, Youth Work, Social Care and Health, Working With Parents or equivalent. • PLUS two years post qualifying experience 	<ul style="list-style-type: none"> • GCSE English Grade C or above or equivalent 	Application form
EXPERIENCE	Experience of: <ul style="list-style-type: none"> • understanding children within their family context • delivering individual or group based support • working within the field of education, social care and health or the voluntary sector 		Application form
KNOWLEDGE AND UNDERSTANDING	Knowledge and understanding of: <ul style="list-style-type: none"> • the social and emotional factors that affect a child's capacity to learn • Safeguarding systems and protocols • Safe working practices • available support services and referral routes • legislation affecting school attendance requirements 		Interview References

SKILLS AND ABILITIES	<p>Ability to:</p> <ul style="list-style-type: none"> • relate to young people and adults in an empathetic manner • develop a rapport with pupils and their families • deal with difficult situations and/or individuals in a calm, fair but effective manner • deal with sensitive issues in a confidential manner • support learning by giving constructive feedback and coaching • communicate effectively • write reports and letters relevant to issues for school attendance • prioritise workloads and work to deadlines • work as part of a team and use own initiative when required • influence others, managing discussions effectively to ensure desired actions are achieved • work flexibly and manage own time to best effect • report and account to line manager as appropriate • demonstrate awareness/commitment to upholding equal opportunity policies • maintain an effective record keeping system • undertake relevant training and work towards identified qualification • submit a clear, well presented application form with a supporting statement of no more than 1 side of A4. 		<p>Interview References</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Empathy • Resilience 		<p>Interview References</p>